

## ***SAFEGUARDING & CHILD PROTECTION POLICY, CODE OF PRACTICE & PROCEDURES***

**How we safeguard the children and young people who attend practice days and race meetings organised by Trent Valley Kart Club (TVKC)**

TVKC recognises its responsibility to safeguard the welfare of all children and young people who attend our practice days and race meetings. The policy and procedures supplement those provided by our governing body, Motorsport UK which can be found online at <https://www.msauk.org/assets/msaclubchildsafeguardingpolicyversion1190515.pdf>

Our commitment is underpinned by procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the safeguarding of all in Motorsport.

**The policy and guidance should be observed by all TVKC staff and volunteers whatever their role or responsibility during the event.**

TVKC acknowledges its duty to promote best practice and expects a high standard of conduct amongst all staff, volunteers, members and their families on practice and race days. Robust safeguarding and child protection procedures are of benefit to all staff, volunteers and members to protect them from misunderstandings and unfounded allegations.

**TVKC is committed to practice which protects children.**

For the purpose of this policy and guidance a child is anyone who has not yet reached their 18<sup>th</sup> birthday.

All TVKC officials who have contact with children on practice and race days must:

- Accept their responsibility to protect all children
- Have an awareness of issues which can cause children harm and be able to recognise the four most common types of abuse (emotional, physical, sexual and neglect) \*
- Report their concerns immediately to the Child Protection Officers (CPO's) appointed by Trent Valley Kart Club's Board of Directors.

Trent Valley Kart Club will also undertake to safeguard children by

- Sharing a Safeguarding Code of Practice with all TVKC members
- Adopting a clear procedure for reporting safeguarding concerns
- Ensuring that concerns are reported to the relevant authorities

### **TVKC Safeguarding Policy Statement:**

**TVKC** acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children have a positive and enjoyable experience of motor sport at events organised by Trent Valley Kart Club.

TVKC will :

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Trent Valley Kart Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### **Monitoring**

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board and in accordance with guidance from Motorsport UK.
- as a result of any other significant change or event.

(Policy first circulated and implemented March 2014)

### **TVKC Safeguarding Practice & Procedures:**

Good communication is essential in any organisation. TVKC will make every effort to assure that, should individuals have concerns, they will be listened to and taken seriously

### **PREVENTION:**

**TVKC staff and volunteers should be committed to:-**

- Treating children and young people with respect and dignity.
- Listening to what a child or young person is saying
- Providing an encouraging and supportive environment
- Using appropriate language with children and young people and challenging any inappropriate language used by a child/young person or child or adult.
- Ensuring that every competitor under 18 years of age is accompanied by their signed on parent or guardian
- Being vigilant at all times
- Upholding club rules and regulations aimed at keeping children safe.

### **Children and young people**

Children and young people have a right to information, especially any information that could make life better and safer for them. **TVKC** will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, **TVKC** officials will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

### **Parents**

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by

- Publishing the names and contact details of the Designated Child Protection Officers and how to make a complaint on the internet site [www.tvkc.co.uk](http://www.tvkc.co.uk)
- Publishing the names and contact details of the Designated Child Protection Officers and how to make a complaint on TVKC official notice board.
- Publishing a full copy of the Child Protection Policy on the internet site [www.tvkc.co.uk](http://www.tvkc.co.uk)

#### **PHOTOGRAPHY:**

TVKC will request that any person wishing to engage in any video, zoom or close range photography should register their details with the Secretary of the Meeting or other appointed official before carrying out any such photography. TVKC reserves right of entry and reserves the right to decline entry to any person unable to meet or abide by our rules and regulations.

It is expected that parents will ensure their children are kept safe from harm at all times when attending practice and race days organised by Trent Valley Kart Club. There is no law prohibiting children from being out on their own at any age but because a paddock can be a dangerous environment TVKC expects all parents to ensure young children remain under their direct supervision. The riding of bicycles and scooters in the paddock area is strictly prohibited at all times.

#### **PREVENTION:**

Through the implementation of our Child Protection Policy Statement and the support of TVKC Members & Officials, the Club is committed to providing a safe environment for children and wholly supports the prevention of child abuse.

All incidents of suspicious behaviour or allegations should be taken seriously and responded to swiftly and appropriately.

It is the responsibility of the child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.

#### **PROCEDURE:**

All concerns and disclosures involving child protection/child welfare issues should be reported in the first instance to the Child Protection Officer (CPO) who will record the information as quickly and clearly as possible. The person reporting the incident will be asked for their contact details and the name of any other witness present.

The CPO is obligated to complete an [MSA Child Safeguarding Incident Report Form](#) and if necessary to refer the matter to the appropriate external agencies.

If it is believed that a child is in immediate danger, the Police will be called immediately on 999. If it is believed a child urgently needs specialist support from children's social care, based on the threshold guidance on page 31 of the [Pathway to Provision](#) document, the CPO's will contact the area Multi-Agency Safeguarding Hub (MASH) on 0300 500 80 90 and follow up their telephone call by returning [this form](#) within 48 hours.

A strict adherence to maintaining confidentiality will be adopted at all times and information regarding concerns or disclosures of abuse will only be given on a 'need to know' basis.

**Designated Child Protection Officers:**

For reasons of confidentiality the only person(s) who need to know this information are the following Designated Child Protection Officers

(Mrs) Clare Mills  
TVKC Club Secretary  
The Coach House  
Kneesall  
Newark  
Notts  
NG22 0AD  
Tel: 07788374540

(Mrs) Sarah Edwards  
Volunteer Officer at Professional Association for Childcare and Early Years  
4 Grosvenor Close  
Retford  
Notts  
DN22 7HP  
Tel: 07746739552

**In the event of a disclosure the CPO should:**

- Be careful not to guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
- Listen to the child, rather than question him or her directly.
- Offer him / her reassurance without making promises, and take what the child says seriously.
- Allow the child to speak without interruption,
- Accept what is said – it is not the role of the CPO to investigate or question.
- Stay calm and not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement
- Offer support, but be clear that you must pass the information on; explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event, using the child's words or explanations
- Seek advice immediately from the local Social Services or Police who will advise on the action to be taken, including advice on contacting parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 0800 1111.
- Record any discussions or actions taken within 24 hours.

**If there is no CPO available, or it is inappropriate to approach them, the volunteer / member of staff with the concern should make direct contact with the relevant organisation themselves.**

\*For further information on types of abuse see

<http://www.nottinghamshire.gov.uk/caring/protecting-and-safeguarding/nscb/informationprofessionals/procedures-practice-guidance/>

For further information on procedures see **“What to do if you're worried a child is being abused”**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/281231/DFES-04319-2006-ChildAbuse\\_Summary.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281231/DFES-04319-2006-ChildAbuse_Summary.pdf)

For information on the law regarding parental responsibility see

<http://www.familyandparenting.org/Resources/FPI/Documents/Is%20it%20legal%20guide%20Accessible%20.pdf>